

**Naval Postgraduate School
Office of the Associate Provost and Dean of Research**

Sponsored Program Policy Guidance Memo No. SPPGM-03-02

Subj: PROPOSAL APPROVAL PROCESS FOR RESEARCH

Ref: (a) NAVPGSCOLINST 3900.1C

1. All NPS research will be supported by an approved proposal. An NPS Signature Page will be prepared for each proposal. The NPS Signature Page records the NPS approval process for the proposed research.
2. Proposals are generally prepared by the Principal Investigator/Program Manager and forwarded through the appropriate channels to the Sponsored Programs Office. The Sponsored Programs Office will forward the proposal to the Dean of Research for approval. The routing for the review/approval process for proposals includes:
 - Department/Group Chair (mandatory): The Chair shall review all proposals submitted by faculty within his/her Department. Signature indicates a recommendation for approval of the proposed research. This review is necessary prior to forwarding to the School Dean.
 - Associate Chair for Research (optional): Review/signature of the Associate Chair for Research (Associate Dean for GSBPP) is at the discretion of the individual department/school's policy.
 - School Dean (mandatory): The Dean shall review all proposals submitted by faculty within his/her school. Signature indicates a recommendation for approval of the proposed research.
 - Institute Director (mandatory for proposals with Institute affiliation): The Institute Director shall review all proposals submitted by faculty declaring an Institute affiliation for the proposal. Signature indicates a recommendation for approval of the proposed research. Department/School level reviews must be accomplished prior to forwarding to the Institute Director.
 - Center Director (mandatory for proposals with Center affiliation): The Center Director shall review all proposals submitted by faculty declaring center affiliation for the proposal. Signature indicates a recommendation for approval of the proposed research. Department/School level reviews must be accomplished prior to forwarding to the Center Director.
 - Director, Research and Sponsored Programs Office (mandatory): The Director, RSPO, shall review all proposals to assure compliance with NPS proposal policy/guidelines. Signature indicates compliance with NPS proposal policy/guidelines.
 - Dean of Research (mandatory): The Dean of Research shall review all research proposals to assure they are in keeping with the mission and strategic objectives of NPS. Signature indicates approval of the proposed research.
3. A copy of the approved Proposal Signature Page will be returned to the Principal Investigator/Program Manager, his/her Department/Group Chair, and the Institute/Center Director, if applicable.

4. Proposals will not be approved by the Dean of Research if appropriate recommendations/reviews have not been obtained.
5. An NPS Signature Page is required for all proposals. It is understood that certain competitive programs may require their own proposal cover or signature page. In these cases, the NPS Signature Page will still be required but will not be forwarded to the sponsoring agency as part of the proposal package.